

Voiding Benefits

Missouri cheat sheets cover MOWINS functionalities. The card should always be inserted before and after a change is made for the information to appear correctly on the card and in MOWINS. Users should be familiar with WIC policies. Please contact your technical assistance staff with questions.

Void Future Benefits:

- Click the **Benefit Management** menu.
- Select **Food Adjustment Wizard**.
- Click the **Void Future Benefits** radio button.
- Click **OK** (or press the Enter key on the keyboard) to open the *Identify Benefits to Void* screen.
- Click the checkboxes in the selected column to void the future month's benefits.
- Click **Send EBT Data**.
- Click **OK** (or press the Enter key on the keyboard) on *Identify Benefits to Void* message.
- Click the **Benefits History** tab.
- Click the benefit date of set of benefits still issued.
- Click the **Print** button in the *Reprint Shopping List* section at the bottom of the screen.
- Select the **Send to Printer** radio button.
- Click **OK** (or press the Enter key on the keyboard).